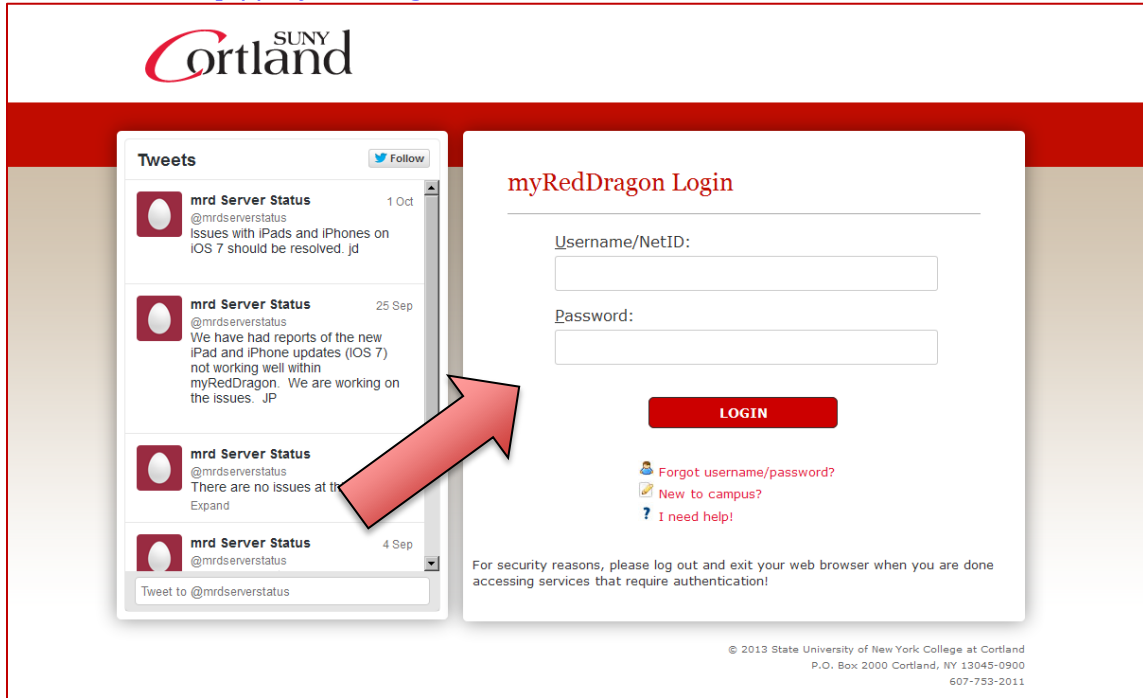


# Logging in and Accessing Blackboard eLearning Blackboard Learn 9.1 for Students

## Logging in and Accessing Blackboard

First, access <http://myreddragon.cortland.edu>



The screenshot shows the myRedDragon Login page. On the left, there is a Twitter feed overlay with four tweets from @mrserverstatus. A red arrow points from the second tweet to the login form. The login form has fields for Username/NetID and Password, a red LOGIN button, and links for 'Forgot username/password?', 'New to campus?', and 'I need help!'. A security notice at the bottom reads: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'. The footer contains copyright information for SUNY Cortland.

**SUNY Cortland**

**myRedDragon Login**

Username/NetID:

Password:

**LOGIN**

[Forgot username/password?](#)  
[New to campus?](#)  
[I need help!](#)

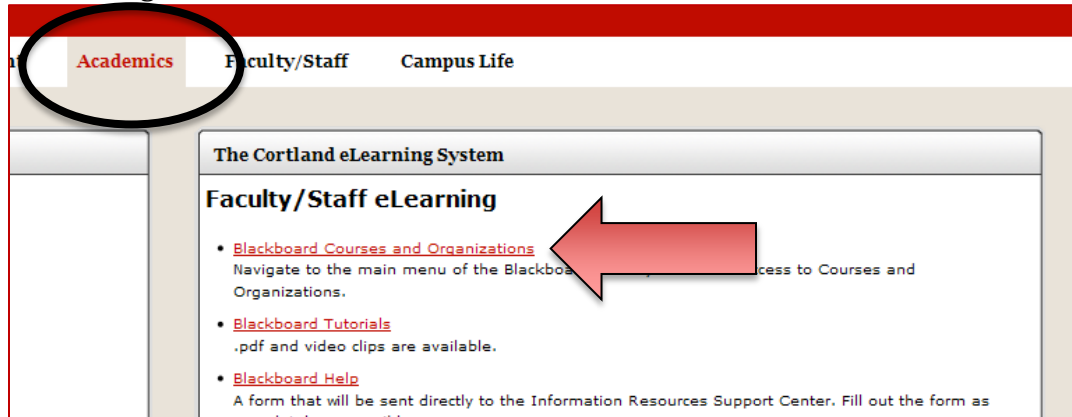
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

© 2013 State University of New York College at Cortland  
P.O. Box 2000 Cortland, NY 13045-0900  
607-753-2011

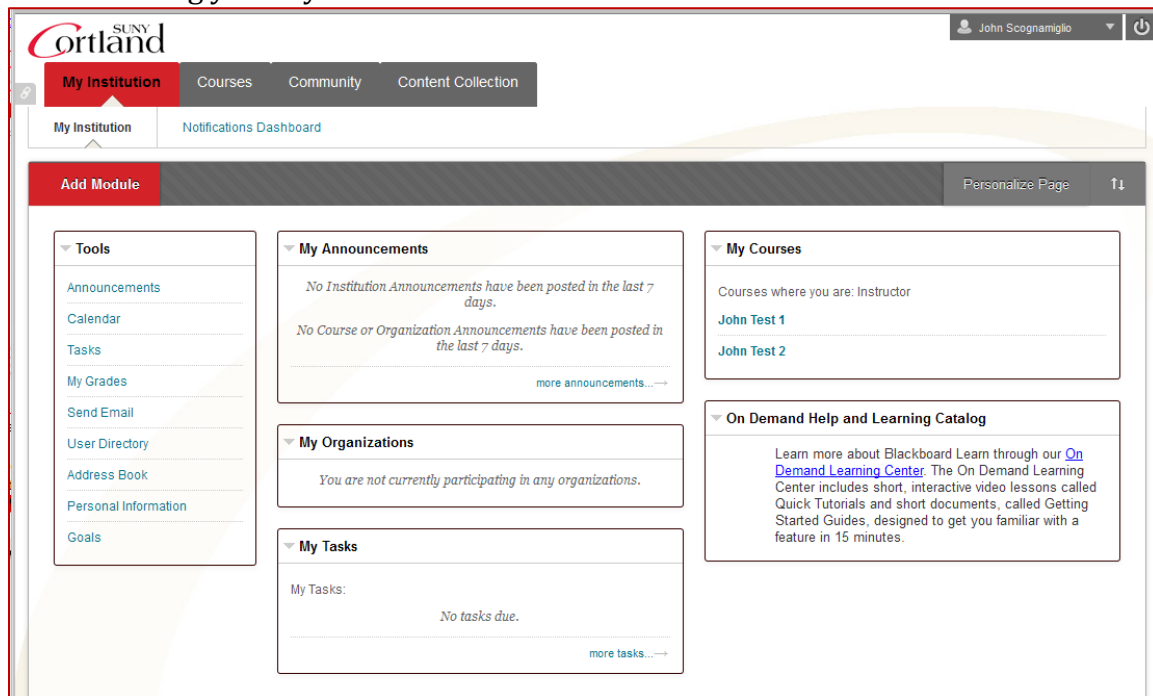
Enter your Username/NetID and Password

## Logging in and Accessing Blackboard eLearning Blackboard Learn 9.1 for Students

From the Academics Tab, find “Blackboard Courses and Organizations” in the “eLearning” module.

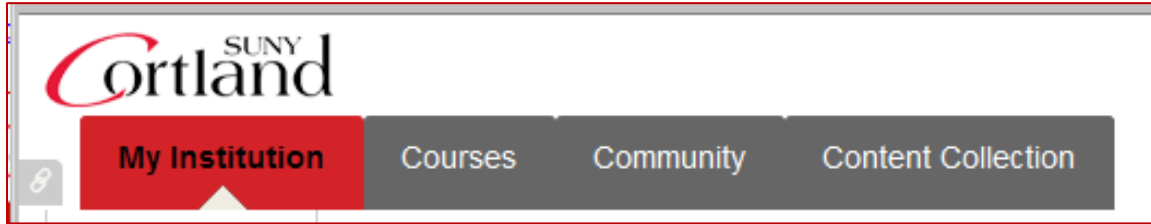


This will bring you to your Blackboard Dashboard



Information about each section will be included on the following pages. Please keep this information handy, as it will streamline the navigation of the system. Note the list of tabs at the top of the page. This list will be available no matter where you are in the Blackboard system. It is your “global” navigation through the system.

## Logging in and Accessing Blackboard eLearning Blackboard Learn 9.1 for Students



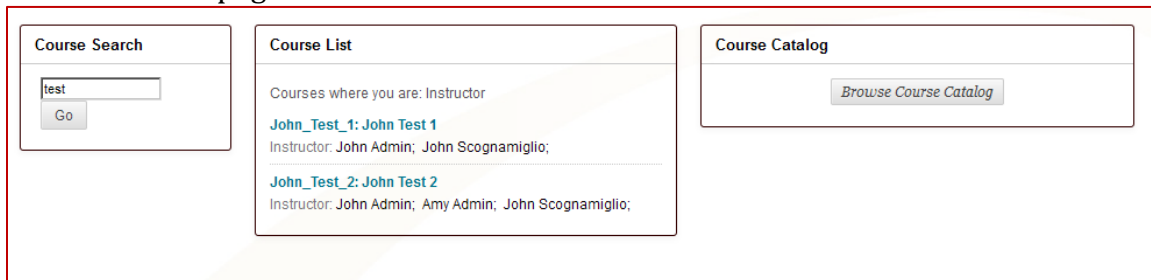
Here, you will see four main tabs, the Cortland logo and the “Quick Links” button



to the right. You will see these options no matter where you are in the system. Clicking the Cortland logo will bring you outside of Blackboard, back to the [www.cortland.edu](http://www.cortland.edu) homepage.

**My Institution** – This is the default page or the “dashboard” as we call it. Here, you will have a list of modules, which will be discussed later. It’s important to note that the “My Courses” and “My Organizations” modules on the dashboard differ from the tabs with similar names. Modules on this page can be customized and removed, and there are more that can be added. (Please refer to page 7)

**Courses** – This page has 3 modules



- Course Search – This will allow you to search your courses
- Course List – This is a comprehensive list of all the courses you have taught and are teaching
- Course Catalog – You can think of this as an advanced “Course Search” that allows you to change various criteria in your search.

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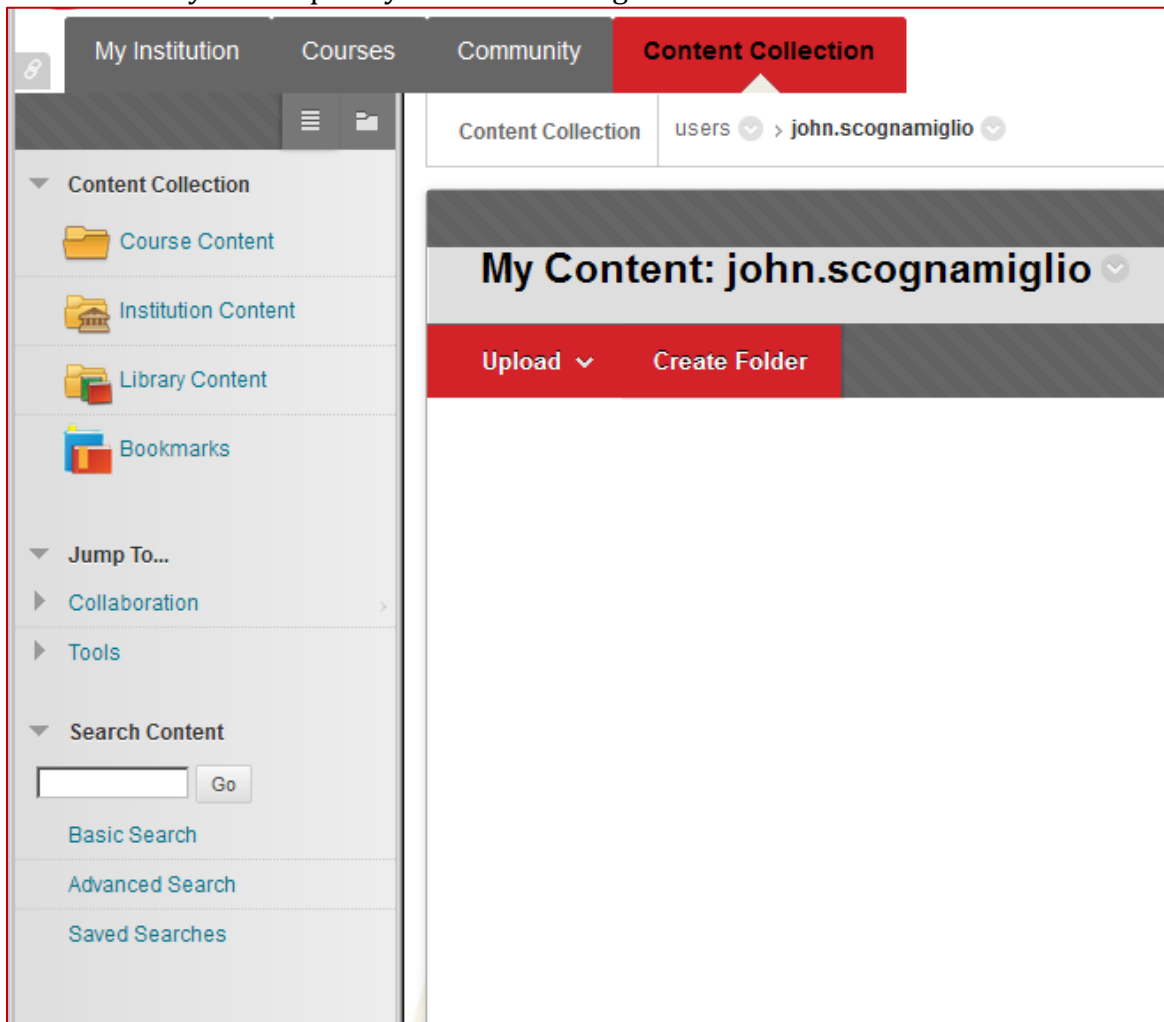
### Community – This page has 4 modules

The screenshot shows a user interface with four distinct modules arranged in a grid. The 'Organization Search' module contains a text input field and a red 'Go' button. The 'My Organizations' module displays the message 'You are not currently participating in any organizations.' The 'Institution Discussion Boards' module shows 'No Discussion Boards have been selected for display.' The 'Organization Catalog' module features a blue link with a right-pointing arrow that says 'Browse Organization Catalog'.

- Organization Search – This will allow you to search all institution wide courses
- My Organizations – This is a comprehensive list of all the organizations you’re involved with
- Organization Catalog – You can think of this as an advanced “Organization Search” that allows you to change various criteria in your search.
- Institution Discussion Boards – Institution Discussion Boards are not available at Cortland

## Logging in and Accessing Blackboard eLearning Blackboard Learn 9.1 for Students

**Content Collection** – This area can be thought of as your file manager. It will provide you access to content available to your personal content collection, to content within your courses, institution wide content, and library content. You can also “bookmark” pieces of content that might be scattered throughout several libraries that you can quickly access via a single link.



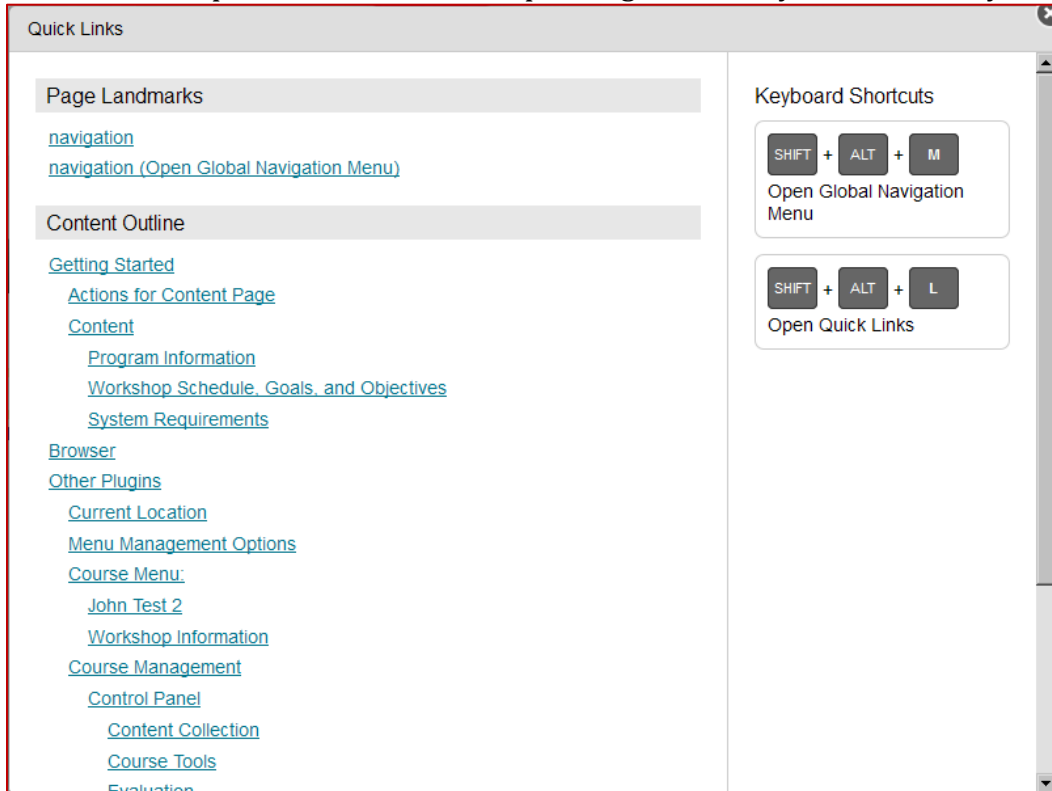
The Content Collection is a very robust system, and will have its own guide to accompany it.

## Logging in and Accessing Blackboard eLearning Blackboard Learn 9.1 for Students



### Quick links

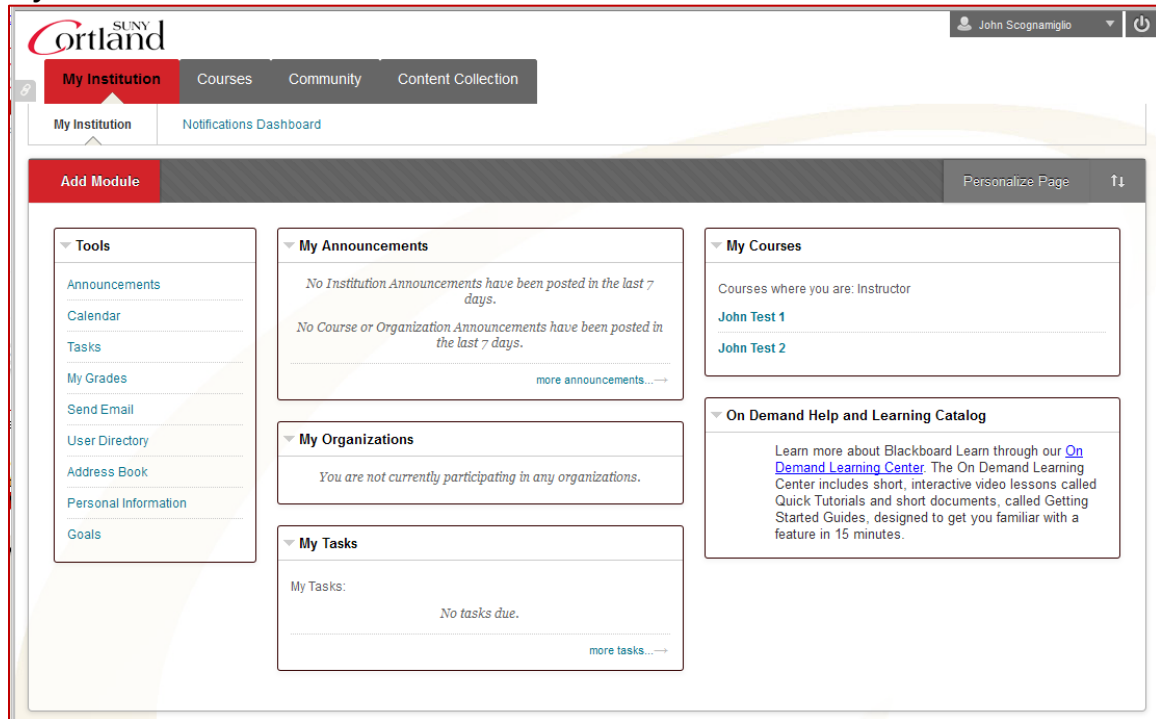
The Quick links list can be accessed by clicking the “chain link” icon, shown above found on the top-left of the screen. Depending on where you are in the system

A screenshot of the Blackboard Quick Links menu. The menu is titled "Quick Links" and is divided into two main sections. The left section, "Page Landmarks", contains a list of links: "navigation", "navigation (Open Global Navigation Menu)", "Content Outline", "Getting Started", "Actions for Content Page", "Content", "Program Information", "Workshop Schedule, Goals, and Objectives", "System Requirements", "Browser", "Other Plugins", "Current Location", "Menu Management Options", "Course Menu:", "John Test 2", "Workshop Information", "Course Management", "Control Panel", "Content Collection", "Course Tools", and "Evaluation". The right section, "Keyboard Shortcuts", contains two entries: "SHIFT + ALT + M" for "Open Global Navigation Menu" and "SHIFT + ALT + L" for "Open Quick Links".

QuickLinks is a handy navigation tool, allowing you to quickly access various points of your course. Think of it as a “Site map” that you would find on many webpages. To access the QuickLinks menu from anywhere in Blackboard, either click the “chain link” icon indicated above, or hit SHIFT+ALT+L on your keyboard.

# Logging in and Accessing Blackboard eLearning Blackboard Learn 9.1 for Students

## My Institution Modules and Customization



Modules are the boxes that you will see frequently around Blackboard. They can be thought of as mini-toolboxes that have various purposes. The “My Institution” page is also referred to as the “Dashboard”

The default set of modules on the Dashboard is:

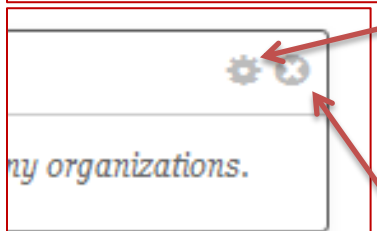
- **Tools:** This module contains various tools for you to use. Not all of them may apply to you. For example, faculty will have no use for “My Grades” unless they are taking courses. Everyone that uses Blackboard, regardless of role will have this module.
- **My Announcements:** This module displays announcements relevant to you. Those announcements that appear in the courses you’re teaching and taking, as well as system-wide announcements. It will only show announcements that are current, and will automatically hide old messages once the expiration date has passed.
- **My Organizations and My Courses:** These modules list the organizations and courses that you are associated with. These modules can be customized to only display organizations and course that you are currently in. You can hide them from this view, but recover views later on in case you need to refer to an old organization or course.
- **My Tasks:** This module acts as a “To Do” list. You can mend tasks to it by clicking “More tasks” in the bottom right of the module.

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- **On Demand Help and Learning Center:** links you to Blackboard's own help tutorials. Keep in mind, these tutorials are not reflective of the specifications that are on Cortland's system, and may differ depending on features and updates.

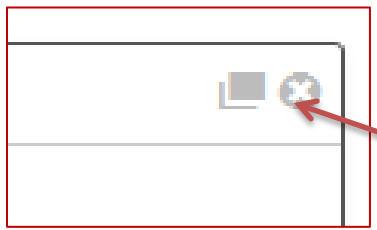
### Customizing the modules

Each module has its own set of customization features, depending on the type. You can see the customization options when hovering over the title bar of the module.



The "cog" icon allows you to access the module's customization features.

The circular 'x' icon removes the module. You can restore this by clicking "Add Module" in the top left of the dashboard screen.



This square icon allows you to pop the module out into its own window.

The circular 'x' icon removes the module. You can restore this by clicking "Add Module" in the top left of the dashboard screen.

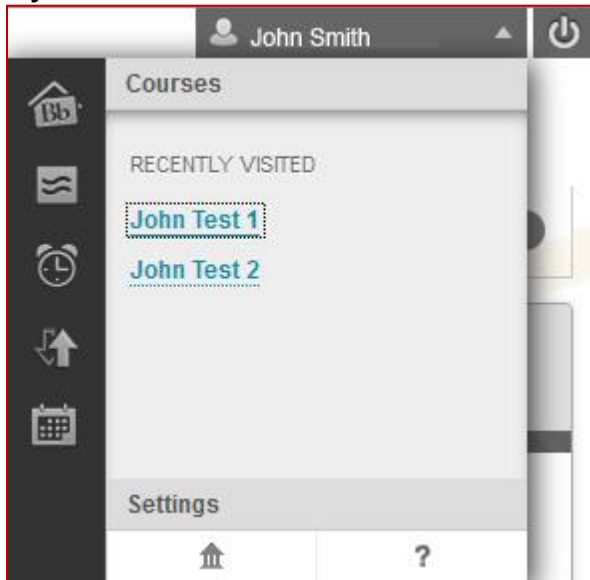


The crosshair icon allows you to drag and drop each module to where you want it.



## Logging in and Accessing Blackboard eLearning Blackboard Learn 9.1 for Students

### My Blackboard Menu



While the My Blackboard Menu will be featured in another guide, it's important to know what it is used for.

At the top-right of the Blackboard screen, you will notice two grey bars, one with your name and a “power” icon. The “power” icon logs you out. The bar with your name is called the My Blackboard Menu, and gives you access to various parts of Blackboard. What’s meant by “global” is that you can access this menu from anywhere within the system. It gives you quick access to your recent courses and several options on the left via the icons.



Each Icon represents access to a different feature.

**Bb Home**, a larger view of the My Blackboard System

**Posts**, consolidation of posts, comments, and replies from all courses and organizations

**Updates**, upcoming due dates and alerts

**Retention Center**, faculty only tool that gives you an overview of how your students are doing in the course.

**Calendar**, the revised Blackboard calendar, which provides a robust and global view of important dates.

At the bottom, you will see an option for settings, and two icons that will link you to Blackboard’s main webpage and a help dialog respectively.